

**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

86609-07

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|--|---|-------------------------------|
| Application Date | 1. Agency Address Georgia Student Finance Commission Georgia Higher Education Assistance Corporation Division 2082 E. Exchange Place, Suite 200 Tucker, Georgia 30084 | Application Number | 87-24 |
| Application Number | | Date Received OCT 9 1986 | Date Completed JAN 30 1987 |
| 2. Person to Contact Ralph D. Roberts | | Working Title Director Administrative Services | |
| | | Telephone Number 493-5430 | |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest 8/1/85 Latest Continuous | | 5. Records Series Title (followed by title used in office; if different) GHEAC - Escrow Invoices - (Paper Copy) | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Georgia Higher Education Assistance Corporation, Escrow Division is to administer, collect and disburse funds from Lenders to Students through Educational Institutions Financial Aid Office. | | | |
| 7. Record Series Description Documents relating to: This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents related to invoices (billings) sent to individual Lenders Included are: Included are computerized paper copy of invoices listing names, amounts, disbursements and SSN. File is arranged: File is arranged by Batch Number | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers <u>12</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

| | |
|---|--|
| X | a. Is this the official copy of the series? If not, where is it? |
| X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| X | c. Is this a vital record? |
| X | d. Does this series have historical or long term research value? |
| X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

SEE ATTACHED - Executive Director's directions.

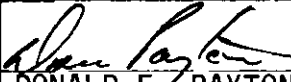
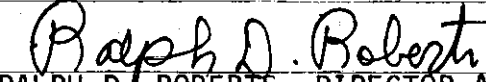
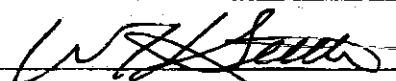
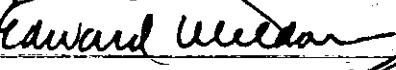

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 9 1/2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| | | | |
|--|-----------------------------|--|----------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|  | 9/25/86 |  | 9/25/86 |
| DONALD E. PAYTON, EXECUTIVE DIRECTOR | | RALPH D. ROBERTS, DIRECTOR ADMIN. SERVICE DIVISION | |
| | | State Records Committee (Signature) | Date |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | State Auditor/Designee |  | 11-26-86 |
| | Secretary of State/Designee |  | 11/24/86 |
| | Attorney General/Designee |  | 1/28/87 |